



Maricopa County  
Ryan White Part A Program  
Policy and Procedures Appendix

**Desk Aid for Billing Submission 2010-2011**

**Submission requirements:**

Separate billing packets are to be submitted for each service category/contract by the due date. Upon receipt of monthly bills, providers/contractors may be contacted in writing and informed of any missing documents or information in the bill, and can be given up to three (3) business days to submit the missing items. Failure to submit the missing items within the three-day timeframe may result in the bill being returned to the provider and a 10% monetary penalty imposed. Bills will be returned via the United States Postal Service (or other method deemed appropriate per the Administrative Agent) attention to the provider/contractor's authorized contact. The provider may resubmit all items of the billing packet for reconsideration and payment. The AA will subtract the 10% penalty from the complete, resubmitted bill.

All billing materials must be submitted electronically.

**Due Monthly:**

- Cover page signed by the agency's authorized signatory
- CAREWare financial report
- General Ledger (monthly, generated from provider's accounting system)
- Expense Calculation Worksheet for Medical and Non Medical Case Management<sup>1</sup>

**Due Quarterly (June, September, December, and March):**

- Variance Report<sup>2</sup>

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<sup>1</sup> The Expense Calculation Worksheet for Medical and Non Medical Case Management is required for agencies offering both services, as determined and directed by the Grantee (see worksheet in Appendix section). Agencies that provide both medical and nonmedical case management must identify the amount of monies related to medical versus nonmedical case management. The report identifies the cost per service category, per expense based on the combined expense costs, units of medical case management, and units of nonmedical case management.

<sup>2</sup> The Variance Report is to be completed and submitted on a quarterly basis and documents the budget versus actual expenditures year-to-date. It includes quarterly expenditures that exceed or fall below **10%** of the average expected expenditure amount by line item per the approved budget. This report ensures that agencies will provide services during the entire contract period, and that services are being provided adequately to clients. Each expense outside a 10% variance requires written justification. Based upon review of such justification, source documents, further clarification, and/or a site visit may be required.



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**Late submissions and extensions:**

- Late submissions are subject to a 10% monetary penalty.
- Requests for extension must be made in writing and submitted to the Program Supervisor at least 5 (five) business days in advance of the due date.
- Maximum extension allowed is 5 (five) business days.
- Providers are allotted a maximum of 4 (four) extensions per fiscal year.
- If extension deadline is missed, a 10% monetary penalty will be imposed.